



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055.

Position: (5913)
Associate Management Auditor

Position #:
917-193-4159-916

Salary Range:
\$4,829 - \$6,350

Issue Date:
September 19, 2016

Contact:
Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:
Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Final Filing Date:
Until Filled

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Please write "917-193-4159-916" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

In addition to the required State Application (STD 678), applicants must submit a Statement of Qualifications (SOQ), providing examples of work that the applicant has done to position their employer(s) for a successful federal and/or state audit. The SOQ is a narrative discussion of how the candidate's education, training, experience, and skills directly relate to the activities of the duties, outlined below, that qualify them for the position. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing. The statement should be typed, no longer than one page and no smaller than 10 point font (Times New Roman or Arial). Give specific examples, including your prior roles and responsibilities, as well as outcomes. Applications received without the SOQ will not be considered. A resume is not considered an SOQ.

Scope of Position:

Under general direction of the Deputy Director, Corrections Planning and Programs (CPP) Division, a CEA B, this position serves as the internal audit and quality control coordinator for federal and state grant funded programs. This position has responsibility for financial, procedural and management duties pertaining to evaluations of CPP grant administration and operations and serves as the BSCC's lead audit coordinator.

This position works in conjunction with CPP Field Representatives and CPP Staff Services Manager I's to ensure effective and efficient CPP grant administration.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- **Evaluate Grant Operations and Compliance:** Complete evaluations of CPP's grant program administration, with a focus on the accounting systems and fiscal oversight procedures; develop reports for the Deputy Director that include determinations and recommendations. Evaluations are to encompass the requirements of the Legislature, State Controller, State Treasurer, Department of Finance, CPP Guidelines and Procedures, and applicable Federal mandates and Conditions. Develop and maintain management reports documenting evaluations and outcomes. Work collaboratively with CPP staff in process improvement strategies. Assist in the development of draft policies and procedures and propose amendments to

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 11/15



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policies and procedures as needed. Provide ad-hoc reports to the Deputy Director and BSCC Management Team. Assist in CPP grantee fiscal monitoring as needed.

- **Grant Applications, Awards and Mandates:** Review the conditions and requirements of all CPP grants, develop, maintain and implement processes and procedures to monitor compliance, and develop and provide management reports to the Deputy Director.
- **Audit Coordinator:** Working in the lead role on coordination and management of all BSCC audits; develop audit responses and corrective action plans; Monitor and manage CPP grantee compliance with all audit requirements.
- **Other Related Assignments:** Serve as lead staff in the development and use of a grant management system, prepare and provide training for CPP staff, participate in special projects related to grants management and fiscal accountability, as needed.